

Jefferson County
Finance Committee Minutes
September 13, 2012

Committee members: Braughler, James B.
Hanneman, Jennifer
Jones, Richard C. (Chair)
Mode, Jim
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.
2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance were Gary Petre, Brian Lamers, Tammy Worzalla, Phil Ristow, Donna Haugom, Kevin Wiesmann, Kim Buchholz and Bill Kern.
3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the revised meeting agenda dated September 10, 2012 was properly noticed in compliance with the Open Meetings Law.
4. **Review of the agenda** – Item # 9 was already addressed in the special Finance Committee Meeting on September 11, 2012.
5. **Citizen Comments** – None.
6. **Approval of Finance Committee minutes for August 9, 2012** – A motion was made by Mode/Braughler to approve the minutes for August 9, 2012 as drafted. The motion passed 4 -0 with Hanneman abstaining.
7. **Communications** – None
8. **Discussion and possible action regarding the replacement of an emergency management vehicle.** – Donna Haugom explained the current van was given to the department through the Sheriff from a drug bust. The vehicle is in very poor condition. Donna passed out the quotes for 3 different vehicles (Tahoe, Equinox and Traverse), she explained the Tahoe is a 2 wheel vehicle and will go through as much snow as a 4 wheel drive. The propane adaption would cost an extra \$6,000 initially. She passed out a spreadsheet with a 10-year cost comparison of gas verses propane. John Molinaro explained the propane will not work on the Traverse and Equinox because you need at least a 6 cylinder.

Jim Braughler discussed waiting for a couple months to see where the contingency fund is at.

Donna explained that she does not trust the vehicle and has been using her own.

This item is to be postponed to next meeting with Donna to look at the possibility of a used vehicle.
9. **Discussion and possible action regarding the use of available funds in the Clerk of Courts budget for replacement of CCAP wiring** - Eliminated from Agenda
10. **Discussion and possible action regarding a new policy on budget transfers within the department** – A draft copy of a budget adjustment request form was passed out and Gary

explained the form. He discussed that there was a review of Outagamie, Brown, Dodge and Washington County budget adjustment policies.

Phil explained Statute 65.90 which describes the legal issues of adopting a budget and changes. Board approves the budget based on department totals rather than line by line. This is really not a budget amendment and would not need Board approval. If these adjustments are sent to the Board, it may be confused with a budget amendment.

The Committee asked that Administration review this and eliminate some of the line items in the request form and come up with a policy for next month.

11. Discussion and possible action regarding a contingency transfer for County map updating –
John Molinaro explained the need to update the maps.

A motion was made by Molinaro/Hanneman to approve Land Information Office to spend not in excess of \$7,000 on maps, transfer \$7,000 to account number 1303.531313 – Printing and Duplicating from Contingency Funds account number 9802.599901. The motion passed 5-0.

12. Discussion and possible action regarding a contingency transfer for \$15,000 of Glacial River Trail Bridge repairs-Kevin Wiesmann passed out a picture of the bridge and pointed out the issues that need to be repaired and discussed an engineering study that had been done on it.

John Molinaro brought up the safety issues and stated the bridge is heavily used by pedestrians.

A motion was made by Mode/Hanneman to transfer \$15,000 from Contingency Fund account number 9802.599901 to repair the Glacial River Trail Bridge to account number 1824.594821-Capital Improvement Land. The motion passed 5-0.

13. Update on contingency fund balance- A spreadsheet was included in the packet and Tammy explained that after the two transfers above, the balance of the general portion would be \$272,059.22. The other contingency and vested benefits portions were unchanged at zero and \$244,001.50, respectively.

14. Closed Session-Deliberating the purchase of public property-Not needed

15. Reconvene in open session to take possible action on items discussed in closed session.

Phil explained to the bank what had happened at the board in regards to the offer to purchase of the property for the new Highway shop. New paperwork will be sent to the bank today and now it is just wait and see what happens with the offer.

16. Set future meeting schedule, next meeting date, and possible agenda items. The next regular monthly meeting will be October 11, 2012. The budget hearing meetings will be September 17 and September 19, 2012.

17. Payment of invoices After review of the invoices, a motion was made by Mode/Jones to approve the payment of invoices totaling \$685,881.20 and to note that Kim Buchholz and Jay Depies were late on getting monthly expense reimbursements in, but the committee will approve this time. The motion passed 5-0.

18. Adjourn – A motion was made by Molinaro /Mode to adjourn at 9:38 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

/bll